

Health and Safety Code of Conduct For Contractors and Subcontractors

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INTRODUCTION

Safety Procedures for Contractors

The following procedures have been prepared to ensure that the health, safety and welfare of contractor's, Midland Heart employees and others are managed so far as is reasonably practicable.

The booklet is produced primarily for the use of contractor's management and supervising staff that are required to ensure that the rules and procedures are brought to the notice of all their employees.

If there are any difficulties interpreting the contents of the booklet you should obtain clarification from the Midland Heart Health and Safety Team who are available for consultation or advice.

It is the responsibility of each contractor to ensure that he and his employees are fully conversant with current legal requirements and that they are complied with.

It cannot be assumed that all precautionary measures are detailed below; it is the responsibility of each contractor to obtain information on all relevant statutory requirements as per their requirements.

Definitions of terms used:

- The Organisation - Midland Heart
- The Contractor - anyone who is set to carry out work as instructed by Midland Heart, either at external site, group properties, schemes or office properties.

1.0 General and Statutory Responsibilities

The main legislations relating to contractor working are contained under the Health and Safety at Work, etc. Act 1974, The Management of Health and Safety at Work Regulation 1999, and The Construction (Design and Management) (CDM) Regulations 2007. There are also other pieces of legislation, associated regulations and Codes of Practices, which coincide with this. The contractor and his employees will conform to all aspects of legal duties and responsibilities under health and safety legislation. The following rules and procedures do not relieve the contractor of his legal or contractual obligations.

Health and Safety at Work, etc. Act 1974

Under the terms of this Act Midland Heart and its selected Contractors, have a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons who maybe affected by his/her work are not exposed to any risk. Where such risk is inevitable, Midland Heart and/or its contractors must provide information on all aspects of such risks to those it might affect.

Duties of Employees and the Self Employed

Employees and the self-employed also have a duty under the Health and Safety at Work, etc. Act 1974 similar to that placed on employers to avoid danger and injury to themselves or to others by their work activities.

Although the Health and Safety at Work, etc. Act 1974 remains the “principal act”, subcontractors should be aware that other Regulations have been made under the European Framework Directive.

Management of Health and Safety at Work Regulations 1999

Under the terms of these Regulations Midland Heart will, where necessary: -

- Assess the risks to employees and others and record the significant findings. Control measures will then be implemented to manage the risks.
 - Appoint competent people to help assist an employer to apply health and safety policies and procedures, e.g. Safety Advisor/Consultant.
 - Ensure that adequate competent supervision is provided at all times.
 - Provide understandable information and training to employees.
- Co-operate with others.

Other descriptive Regulations made under the Framework Directives (referred to as the Six Pack) deal with Work Equipment, Manual Handling and Personal Protective Equipment and the Subcontractor's attention is drawn to these matters under the respective headings in this Code.

Construction (Design and Management) (CDM) Regulations 2007

These Regulations affect clients, developers, CDM co-ordinator, designers, principal contractors and other contractors.

For the vast majority of projects the role of the client, CDM co-ordinator and principal contractor will be undertaken by the contractor. All contractors and self-employed persons who are contracted to the company have a duty to: -

- Comply with Regulation 11 of the above Regulations if design is included.
- Provide Risk Assessments and Method Statements relating to the work being undertaken.
- Ensure operatives and supervisors are suitably trained, have adequate information to perform their role and are prepared to receive induction and other training from the company as necessary.
- Comply with any health and safety directions given by the company.
- Co-operate with the company and other contractors in the interests of health and safety to provide information about injuries, ill health and dangerous occurrences.
- Provide information, which is relevant for the Construction Phase Health and Safety Plan and Health and Safety File.
- Comply with all site rules.

The Regulations also require the necessary reference to scaffolding, excavation, provision of welfare facilities and other related items and require those responsible for construction work to take appropriate measures relevant to the risks to ensure the health and safety of workers.

Where the company appoints a contractor to undertake the role of principal contractor under the CDM Regulations this will be stated within the contractual arrangements and they must comply with the duties of a principal contractor as defined within these Regulations.

1.1 Site Safety co-ordination Meetings

Midland Heart will, where necessary, convene regular meetings with representatives of the contractor to discuss safety matters, which may need to be addressed.

The contractor's appointed person, together with any other representative of the contractor that is deemed necessary by the Company, will be required to attend these meetings.

The responsibility of ensuring that the contractor's employees understand and comply with the relevant safety procedures rests with the contractor himself.

1.2 Health and Safety Policies

To ensure Midland Heart implements all precautionary measures with due regard for the health, safety and welfare of all its employees and visitors it requires contractors to submit the relevant documents listed below before commencement of any work: -

Copy of the contractor's health and safety policy statement and organisation and arrangement for carrying out the policy - for all subcontractors (including labour only subcontractors) who employ more than five people. This must be signed and dated by the person with ultimate control of that particular business.

Copies of safe working procedures and/or method statements.

Copies of risk assessments detailing the risks to the health and safety of all personnel on the company's premises.

Details of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures

Noise assessments

COSHH assessments

Name and designated authority of person responsible for health and safety within the organisation and on site.

Copy of the Employer's Liability Insurance Certificate.

Their selection process for sub-contractors

Other requirements will where necessary, include proof of qualifications, enforcement actions (improvement/prohibition notices), membership of relevant trade or profession and any other material deemed necessary by the Health and Safety Manager.

All documents provided, will be rigorously scrutinized by the Health and Safety Manager to ensure compliance with both legislation and Midland Heart's policy. Where any areas of scrutiny highlights bad practices, the Health and Safety Manager will at his discretion request further information or cease such potential contract work.

Note: In the event of a conflict arising between the contractor's safety policy and the Midland Heart's safety policy, then precedence will at all times be given Midland Heart's safety policy.

1.3 Safety Training and Supervision

The contractor shall ensure that his/her employees are competent in the job they are designated to perform. They must be provided with the necessary skills, knowledge and training to carry out their work.

Each contractor will assign to a member of his staff the responsibility to assess the safe conduct of his operations. Training records are to be supplied of individuals prior to commencement of works.

1.4 Pre-Start Meetings

Contractors and sub-contractors will be required to attend a pre-start meeting to discuss the risks and necessary measures, which need to be implemented to reduce and control risks to workers and others. Thereafter regular meetings on site during the construction works will also be held to review the contractor's performance to the required standards.

Contractors may be required to hold their own meetings to discuss and review health and safety matters relevant to their operations.

Contractors must submit the name of the individual responsible on their behalf for health and safety on site to the company's site management representative.

1.5 Monitoring Contractors

The health and safety performance of contractors and sub-contractors will be monitored by various members of the company's management team and by their safety advisers.

Contractors and sub-contractors have a legal duty to ensure they have the services of a competent person to provide specialist health and safety assistance appropriate to their operations.

Contractors and sub-contractors should be aware of the disciplinary provisions, which apply in the event of a breach of Midland Heart Policies, Safety Regulations or Site Rules even if the breach does not result in an accident. Such breaches may result in verbal and/or written warnings, work being stopped or contractors and/or sub-contractors being removed from site.

At the end of the contract the Midland Heart will complete an appraisal form relating to the contractor's operations and the details will be kept on record for reference and considered before awarding potential future work.

The Construction Phase Health and Safety Plan and Health and Safety File
Contractors have a duty to provide information to the Group about the following health and safety matters: -

The risks to health and safety arising from their activities and how they are controlled, including details of any proposed changes to work practices, which might affect approved Method Statements and the Health and Safety Plan.

Construction/installation activities, which may affect others carrying out future maintenance or alteration/demolition of the building/structure.

A health and safety plan must be prepared consisting of both the pre-tender and the construction phase plan. Alongside this a health and

safety file must also be prepared for the requirements of future construction work.

1.6 Consultation

Midland Heart recognises the importance of ensuring that site personnel are able to express their views on health and safety matters and contractors are required to co-operate with the Midland Heart to ensure effective lines of communication remain open. Where appropriate, the company will recognise appointed Safety Representatives and any arrangements for monitoring and discussing health and safety matters at a local level.

Midland Heart recognises its duty to ensure that only authorised and suitably qualified persons are allowed on site. The co-operation of contractors is essential to ensure that appropriate checks are made to identify and authorise workers for specific tasks having regard to their skills and experience. In addition all contractors' operatives must attend the company's induction process prior to commencement of work on site.

The prevention of accidents to members of the public, especially children, on construction sites is of paramount importance. Contractors must comply at all times with the requirements laid down in the Construction Phase Health and Safety Plan, especially those control measures which are intended for the protection of members of the public on partially occupied sites or those where there is an interface with members of the public on a public highway/footpath.

1.7 Safety Organisation

Midland Heart retains the right to stop any operation or activity if it is considered there is a risk to the safety or health of employees or others. The company will not accept responsibility for any cost of such action. The company shall also be entitled to offset its costs in so doing from any monies otherwise due to the contractor.

The contractor and his employees will obey any verbal or written instruction given by a company representative in respect of health and safety. Midland Heart reserves the right to instruct the contractor to remove from site immediately any person whom the Company feels undesirable in the interests of public and personnel safety.

The contractor must not sub-let the whole or any part of his works without the prior consent from Midland Heart. Where permission is granted then the

contractor must ensure that any agreed method statements or other contractual obligations placed upon him by the Midland Heart are passed on in their entirety to the persons carrying out the works.

1.8 Accident Reporting

Contractors must report all accidents, incidents and near misses to their employers and to the company's site management immediately to enable an entry to be made in the Accident Book held on site. Contractor's must also notify the Midland Heart Health and Safety Team of any accidents, incidents or near misses that occur.

In the event of an occurrence covered under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Contractor shall report the occurrence to the Incident Contact Centre (Tel. No. 0845 300 9923) or the local office of the Health and Safety Executive (or enforcing authority) using form F2508 with copies submitted to the company at the same time.

1.9 Young Persons

All persons working on projects who are under the age 18 must have a risk assessment carried out upon them before commencement of any work and a copy must provided for our site file. Consideration must always be given to their inexperience and maturity and supervision must always be ensured. Lone working is not an option and contractors must make provisions to ensure young persons are managed in a safe and effective manner.

No person under the age of 18 is allowed to drive or operate any mechanical vehicle or plant unless being trained under the full-time supervision of a competent person.

Where a child under the age of 16 is based on a project (i.e. for administration work), the parents/guardian of such child should be notified.

1.10 Alcohol and Drugs

Midland Heart has a strict policy of not allowing the consumption of alcohol or the taking of drugs by persons at work and before or during working periods. The company requires contractors to implement and reinforce this policy with their employees. Routine screening may be requested from time to time to ensure compliance with this policy.

Alcohol and unauthorised drugs are prohibited on site. Anyone under the influence of a banned/illegal substance will not be allowed on the site. Consumption of alcohol, either on or off site at any time during the day is also prohibited.

2.0 Safety Helmets and Personal Protective Equipment -Pre Regulations 1992

2.1 The contractor shall comply with the to company's policy for the wearing of safety helmets, high visibility vests and protective footwear to the current standards. The contractor is responsible for issuing his/her employees with personal protective equipment relevant to their work and ensuring that the equipment is worn as necessary for their personal safety alongside legislative necessity.

2.2 Where a contractor fails to provide the required personal protective equipment, then this will be provided by Midland Heart and all charges incurred will be payable by the contractor, or the individual may be escorted off site until personal protective equipment is provided.

2.3 The company's management locally will designate areas where the wearing of safety helmets, high visibility vests or safety footwear is not mandatory.

2.4 The contractor will be required to remove from the workplace any employee who fails to wear a safety helmet, high visibility vest or protective footwear when so required.

2.5 Other PPE appropriate to the work upon which workers are engaged, e.g. eye protection, respirators, gloves and full body harness, shall be provided by the Subcontractor to the appropriate British Standards and training given for use and maintenance.

2.6 Where the company designates noise protection zones, contractors must comply with the requirements for hearing protection.

3.0 Substances Hazardous to Health - COSHH Regulation 2002

3.1 Prior to the commencement of work involving hazardous substances or processes, contractors are required to provide to the company copies of all assessments made and the measures they will undertake for the control of any substance hazardous to health, which is intended for use on, or in, any of the company's sites or premises.

3.2 All contractors must ensure that their workforce is trained and informed on all aspects of the use and control of hazardous substances and all appropriate records must be maintained.

3.3 Where work conditions result in the exposure to biological hazards, e.g. Weil's disease, Blood borne disease, Needlestick injuries etc, suitable precautions shall be taken.

3.4 When required the contractor must supply all necessary personal protective equipment his/her employees to comply with the control measures for hazardous substances.

3.5 The contractor shall provide any control measures he/she deems necessary for the health, safety and welfare of personnel. The contractor shall also provide to their employees or anyone else who may be affected by such activity, the necessary instruction and training on the hazards of the materials and the precautions to be used.

4.0 Noise - Noise at Work Regulations 2005

4.1 Contractors are required to make noise assessments where appropriate and submit the results to the company. Where possible noise levels should be reduced at source by the careful selection of plant, etc. and where this is not practicable, acoustic screens and the suitable hearing protection must be provided, worn correctly and training given.

4.2 Care must be taken to ensure that noise does not cause a nuisance to persons in the vicinity of the work being carried out.

4.3 The contractor shall employ the best practical means to minimise noise and vibration produced by his operations and shall conform to the requirements of the Noise at Work Regulations 2005 and the Control of Pollution Act 1974.

4.4 The contractor shall prior to the commencement of work notify the Company site management in writing of any plant or activity that is likely to generate noise levels greater than 80dB(A). Appropriate noise reduction measures must be taken and if necessary hearing protection provided and worn. A copy of any noise assessment required should be provided to site management.

5.0 Plant - Provision and Use of Work Equipment 1998

5.1 All mechanical plant and equipment used by contractors on sites must be in good working order and be regularly inspected with appropriate records retained to comply with the relevant statutory requirements. All plant and equipment must be operated by competent persons and be fitted with fire extinguishers where appropriate.

5.2 Drivers of those categories of plant covered by the "Scheme for the Certification of Training Achievement of Construction Plant Operatives" must hold appropriate certificates, or be able to demonstrate an adequate and equivalent standard of training.

5.3 Dangerous parts of machinery must be securely fenced. Push sticks must be used where applicable.

5.4 Where the contractor's work could expose his operatives to the risks of Hand Arm Vibration Syndrome he must eliminate/reduce the use of hand held tools by using mechanical means.

5.5 Contractors are reminded of the requirement for only trained and competent persons to operate power tools.

5.6 Contractors who use mobile elevating work platforms (MEWPs) must ensure the equipment is suitable for the purpose and is operated only by persons who hold a certificate of training. The short instruction given by suppliers when the MEWP is delivered is not considered satisfactory on its own. Full body harness must be worn in all MEWPs and secured to a suitable anchorage point on the carrier to prevent falls.

5.7 Drivers of plant must be suitably trained for the item of plant, which they are to operate and be at least 18 years of age, unless other requirements prevail.

5.8 No person other than the driver must ride on power driven vehicles except where seating is specially provided for the carriage of passengers.

5.9 Drivers of vehicles that are not provided with protective cabs, i.e. dumpers, etc., must not remain on the vehicle during machine loading.

5.10 Where there is a risk of roll-over, suitable protection shall be provided to the item of plant. This may include a Roll-Over Protection System (ROPS) with a seat belt that must be worn by the driver of the item of plant, e.g. dumpers and ride-on rollers.

5.11 Drivers must report any defects to their supervisor immediately. This applies also to any accident or damage, however minor.

6.0 Scaffolding - Working at Height Regulations 2005

6.1 Where a contractor provides his own scaffolding for the sole use of his employees, the responsibility for ensuring its safety rests with the contractor.

6.2 Any contractor who utilises a scaffold erected for common use must, prior to use by his employees, inspect the scaffold at regular intervals including before first use and after use to ensure that it is safe and suitable. Where any defects are found, these should immediately be report and put right.

6.3 Co-ordination arrangements for the use of scaffolding will usually be under the direction of the company. Contractors shall comply with the site rules as they affect scaffolding and access including the requirements for the closing of loading bay gates.

6.4 Responsibility for the provision of scaffolding will be as stated in the contract and all scaffolding must comply with the current Regulations and Codes of Practice, including the use of appropriate signage when the scaffold is not in use.

6.5 All operatives must be trained and competent, and where working above five metres, hold a CISRS card or an affiliated scheme to the CISRS scheme. Proof of their training must be provided prior to commencement on site.

6.6 Where scaffolders are working above four metres they must comply with the requirements of NASC Guide SG 4:00 - The use of fall arrest equipment whilst erecting, altering and dismantling scaffolding.

6.7 Scaffolding must not be overloaded and must not be used to support or anchor formwork unless it has been specially designed for this purpose.

6.8 Where scaffolding is required, the contractor must initiate extra control measures when in close proximity to the public during erection, use and dismantling.

6.9 All trades who utilise scaffolding must ensure they bring any defects to the attention of the Site Manager/representative.

6.10 All scaffolds where partly erected or are being dismantled must have warning notices indicating that the scaffold is not to be used.

6.11 Scaffolds must be kept clear of rubbish and waste materials at all times to allow free and unrestricted access. They must not be used to support shutters or pallets of bricks etc. unless specifically designed for the purpose.

6.12 All contractor's ladders, platforms, plant and equipment must be kept in a good, safe condition (all ladders must be secured).

6.13 No unauthorised person will alter, or remove any scaffold boards or ties. Disciplinary action will be taken against anyone observed doing so.

6.14 If it is necessary for a scaffold to be altered, the Site Manager is to be informed, who in turn will arrange for the alteration to be carried out.

6.15 Mobile towers must always be constructed and used in accordance with H.S.E. Guidance Notes G.S.42 and the manufacturers' instructions supplied with the equipment.

7.0 Electricity - Electricity at Work Act 1989

7.1 Any work associated with an electrical system must be undertaken in strict accordance with The Electricity at Work Regulations 1989. It is the company's policy to operate site electrical services for portable tools and lighting at 110 volts.

7.2 Where special equipment requires a voltage greater than 110 volts then written agreement must be obtained from the company's site management and additional protective measures put in place.

7.3 All temporary distribution cables, plugs, sockets and equipment installed to serve small tools, hand lamps, etc. must conform to the requirements of the current I.E.E. Regulations. Fuses of the correct type and capacity must be used at all times. All electricity cables and equipment being used must be regularly inspected and results recorded as appropriate to ensure that any defective equipment is taken out of service until repaired or replaced.

7.4 Electricity cables shall be routed in a safe manner avoiding transport routes and areas where water might accumulate with further protection provided as appropriate.

7.5 Particular attention must be given at the planning stage to ensure that temporary cables and leads do not restrict working areas, access and evacuation routes.

7.6 Any equipment used must be in good mechanical condition, suitable for the power supply and fitted with the appropriate plugs and sockets. All electrical equipment must be regularly inspected and tested and records made available on request.

7.7 All electrical equipment will comply with the Electricity at Work Regulations 1989.

7.8 No work must be carried out adjacent to overhead power lines unless a method of work has been prepared which is discussed and agreed with the Company Safety Officers.

7.9 Contractor's employees are not permitted to use personal radios connected to the 110v supply via a step up transformer to 240v.

7.10 No live working will be permitted unless with the Company's permission and only under the terms of a safe system of work.

8.0 Demolition and Dismantling

8.1 All demolition work must be planned ahead in consultation with the company. A detailed safe system of work must be prepared and submitted to the company for vetting. All work must be carried out by competent contractors and be supervised by a competent person or persons, as required by the Construction Regulations. Where the demolition contractor is appointed as Principal Contractor he must comply with the duties placed on the Principal Contractor under the Construction (Design and Management) (CDM) Regulations 2007.

8.2 No demolition work may proceed until services have been adequately protected or rendered harmless. Demolition areas must be clearly marked and safety barriers as substantial as circumstances require must be erected and maintained in good order, together with prominent warning notices wherever appropriate.

8.3 When work is taking place inside or near to existing buildings every reasonable precaution must be taken by the use of suitable covers or other means to prevent damage by dust.

8.4 The training standards of the demolition operatives must be made known to the Group prior to commencement of operations.

8.5 A high level of protection for members of the public is required at all times.

8.6 Demolition contractors should be members of the recognised trade association or able to demonstrate their competency through the Group's pre-qualification requirements.

8.7 The method statement should be discussed and agreed with Midland Hearts Health and Safety Manager/Project Manager.

8.8 The method statement must be brought to the attention of all persons carrying out the work. Particular attention should be paid to ensuring:

- Live services in the area have been isolated and made dead.

- Accidental collapse is eliminated.

- Safe access to working places is provided.

- Suitable and sufficient warning notices and barriers have been erected.

- Emission of dust/fumes is controlled.

Asbestos must be removed by a licensed contractor prior to demolition commencing, in compliance with the Hazardous Waste Regulations (England and Wales) 2005, and associated asbestos regulations.

9.0 Asbestos - The Control of Asbestos at Work Regulations 2006

9.1 If a contractor thinks he has encountered anything involving asbestos it must not be disturbed but must be reported to the company's site management immediately.

9.2 Contractors whose operations involve the removal of asbestos insulation, asbestos insulation boards or coatings are required to hold a current licence issued by the Health and Safety Executive, which must be available for inspection immediately upon request. Operatives required to work with asbestos must have had a medical examination within the previous two years. Failure to comply with these requirements in full will result in the immediate suspension of operations until the situation can be clarified.

9.3 Contractors must ensure that work involving asbestos is effectively isolated from those not connected with the operation, warning notices are in place and arrangements are made to certify that the air is tested and is safe following completion of the work.

9.4 Contractors are to ensure they have had access to the asbestos survey prior to commencement of any works involving asbestos.

10.0 Dangerous Atmospheres

10.1 No work will be undertaken where there is a possibility of low oxygen content in the atmosphere, and/or risk of toxic gases, without thorough investigation using appropriate gas detecting equipment.

10.2 Before commencing work contractors must prepare a detailed, written safe system of work and agree the same with the Midland Heart's Health and Safety Manager/Project Manager.

11.0 Site Transport

11.1 Drivers must always report to the site office before travelling around the site and must abide by the company's Traffic Management Plan's defined access routes and storage areas for the site. Vehicles with high loads must not travel under pipe bridges, overhead mains, etc. unless adequate arrangements have been made to prevent a collision. Vehicles must not travel around site with the body raised. Particular note must be taken of overhead services.

11.2 Drivers must have a safety helmet available for use when outside the cab and must wear safety footwear, high visibility vests and any other appropriate protective clothing.

Care must be taken to verify that roadways, bridges, platforms, etc. on routes inside the site area are capable of carrying the vehicles and their load.

11.3 Drivers must drive in a safe manner at all times paying due regard to the site speed limits, the condition of site roads, and the presence of pedestrians and their site transport.

11.4 No person other than the driver must ride on power driven vehicles except where seating is specially provided for the carriage of passengers.

11.5 Persons working on or near vehicles must be safeguarded during loading and unloading operations.

11.6 If loads are classified as hazardous, the appropriate regulations regarding carriage and labelling must be followed.

11.7 Vehicles must be loaded within any appropriate loading restriction and loads must be properly secured.

11.8 In all cases where a lorry or similar vehicle needs to reverse on, or around site, a lookout banksman must be provided, and used by the contractor.

11.9 Vehicles must never be left unattended with the engine running, or with ignition keys in place, unless the local emergency arrangements require otherwise.

11.10 Vehicles must be parked in a safe place, on level ground, away from excavations, evacuation routes, assembly points, hoists, fixed cranes and storage areas.

11.11 At all times, drivers and operators of site transport must remain vigilant regarding occupants and potential customers and follow the requirements of the Traffic Management Plan for the site.

12.0 Excavations / Excavators

12.1 Excavations and trenches must be reviewed for stability and be adequately supported or battered to a safe angle to prevent falls of earth and the movement of materials.

12.2 Suitable barriers must be erected where necessary around all trenches or excavations and where they are more than two metres deep physical barriers must be used to prevent persons falling into them.

12.3 Any excavations and trenches, whatever their depth, in places to which the public have access and are left open after work ceases, must be adequately guarded and lit.

12.4 Excavations and trenches must have a proper means of access and egress and may need to be considered and dealt with as a confined space in certain situations.

12.5 Where plant or vehicles are used to deposit materials, proper steps shall be taken to ensure such equipment cannot overrun the edges of the excavations.

12.6 Plant or vehicle exhausts must be directed away from excavations/trenches or other areas where fumes may accumulate.

12.7 Spoil heaps and materials must be deposited a safe distance from the edges of excavations/trenches.

12.8 Consideration must be given to providing adequate protection and to capping steel reinforcement to prevent impaling type injuries.

12.9 Where excavations could be considered as a confined space, consideration must be given to testing the atmosphere and also the preparation of a Safe System of Work in line with the requirements of The Confined Spaces Regulations 1997.

12.10 Statutory Inspections/Examinations must be made by competent people and a record should be maintained by the Subcontractor, which must be available on site.

12.11 Before any excavations are undertaken, all underground services are to be located and marked, a site survey should be carried out using cable locating tool.

12.12 All excavation work must be carried out in a safe manner and in compliance with regulations. If more than 1.2 metres deep the side must be battered back to a safe angle or adequately supported.
Adequate barriers must be erected around the excavation.
Adequate means of access into the excavation must be provided.

Excavations must not be opened up under or near scaffolds or formwork.

13.0 First Aid and Welfare Facilities

Contractors are responsible for providing their employees on site with: -

- Personal protective equipment.
- Mess room facilities with seating and facilities for heating food and boiling water.
- Adequate provision for drinking water.
- Adequate and suitable toilet facilities.
- Adequate first aid facilities.
- Adequate segregation for smokers/non-smokers.
- Storage for clothing not worn on site.
- Facilities to dry wet site clothing.
- Separate changing facilities for men/women.
- Suitable washing facilities.

13.1 The above matters will be subject to the normal arrangements made for sharing and the company's welfare facilities that are available.

13.2 The accommodation provided by the contractor shall be of a good standard with proper consideration for the Fire regulations and Plan.

13.3 Any local arrangements for first aid will be notified at the pre-start meeting and information will be posted about facilities and first aiders.

13.4 Contractors will be required unless otherwise agreed, to provide their own first aiders dependent on the nature and duration of the contract.

14.0 Fire Precautions

14.1 The company considers that a policy of implementing fire prevention and protection measures is of paramount importance.

14.2 The storage and use of high risk/potentially hazardous substances must be in strict compliance with current Regulations, e.g. Petroleum Spirit, Highly Flammable Liquids and Liquefied Petroleum Gases. Such substances must be stored in suitable places as designated by the company. On no account must cylinders/containers be left in a hazardous area on site. Where oxygen/propane is used, flash back arrestors must be fitted.

14.3 The company requires assessments to be carried out by contractors that will eliminate/reduce the use of substances which give rise to fire risks.

14.4 Naked lights, cutting torches, welding equipment, etc. must not be used in hazardous areas. "NO SMOKING" notices must be strictly observed.

14.5 Existing emergency exits and access to fire fighting equipment must be kept clear at all times and rubbish must not be allowed to accumulate.

14.6 Contractors must ensure that appropriate fire precautions are taken while carrying out their activities, especially where such activities involve hot work, e.g. burning, welding etc. The Company 'Hot Work Permit' or an acceptable alternative must be used.

14.7 Employees must be trained in the use the different types of extinguishers.

14.8 Contractors must ensure that their employees are aware of the procedures to be followed in the event of a fire alarm/evacuation situation.

14.9 Highly flammable liquids and gases shall be stored in accordance with the legal requirements of the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations.

14.10 Inflammable rubbish shall be disposal of quickly and not be allowed to accumulate.

14.11 Contractors must ensure that their employees comply with any working restrictions imposed by the Company.

15.0 Waste Disposal

15.1 Contractors must deposit rubbish created by their own activities in designated areas or receptacles and must take an active role in maintaining a tidy site. Failure to maintain the required standard of tidiness may result in the company carrying out the work and charging the cost of the cleaning to the contractor. Persistent untidiness will result in the removal of the contractor from site.

15.2 Storage areas must be kept tidy and stacked materials properly arranged to maintain stability within a secure area. Materials must not be stacked against the boundary fence.

15.3 If the work is being carried out in existing premises particular attention is required to observe the client's/occupier's rules for tidiness, restricting access to authorised working areas only and to assist fire prevention by avoiding the build up of combustible materials.

15.4 Where materials are stacked within or upon a completed or partially completed structure, then appropriate calculations and necessary temporary works must be undertaken by the contractor to avoid overloading the structure.

15.5 Contractors will ensure that a licensed carrier carries all waste and appropriate documentation is provided. Copies of the transfer license and transfer note will be provided on request.

16.0 Lifting Operations - The Lifting Operations and Lifting Equipment Regulations 1998

16.1 All lifting operations must be undertaken under the specific control of a competent person who has received appropriate training. Crane operations must be properly planned and the attention of contractors is drawn to BS 7121 dealing with the safe use of cranes.

16.2 For Contract Lifts, where crane operations are under the direct control of the Subcontractor, the lifting operations Safety System of Work must be vetted by the Group. Individual site rules/Method Statements must be prepared and followed.

16.3 Particular attention must be given to the positioning of cranes in relation to obstructions, air space and ground conditions. Tower Cranes must not be used for multiple lifts.

16.4 Site rules must contain arrangements for the restrictions of crane use in windy conditions in accordance with crane manufacturers' recommendations, British Standard and local climatic conditions.

16.5 Where cranes are used to hoist operatives, the operative must wear a full body harness secured to the hook and the crane must be fitted with deadman controls, power lowering mechanisms and the appropriate man skips must be used.

16.6 Where persons are hoisted consideration must be given to the necessary emergency procedures and warning signals for individual situations.

16.7 Certificates of thorough examination and any tests undertaken, together with any inspection register entries, must be available for checking in connection with lifting operations and their accessories before work starts.

16.8 Crane drivers, plant operators and banksmen/slingers must be competent and evidence of training must be checked and verified by the Subcontractor and be made available to the company project management upon request.

16.9 Banksmen/slingers must be competent, trained and be formally appointed, wear distinctive clothing and use industry approved signals.

17.0 Manual Handling - Manual Handling Operations Regulations 1992

17.1 The contractor must consider proposing alternative products or specifications to the company to minimise the need for manual handling wherever reasonably practicable.

17.2 Wherever possible, the need for the repetitive manual handling of loads above 20kgs should be avoided by operatives. Where this is not reasonably practicable the contractor must provide the appropriate mechanical handling devices to eliminate/reduce the need for manual handling. Where manual handling is required, the contractor must make an assessment of the operation considering the following points:

- The work task
- The load to be lifted
- The local environment
- The capabilities of the individuals
- Any other factors applicable to the operation

17.3The contractor must ensure that he has given his employees the appropriate training, instruction and supervision to enable them to perform all manual handling operations in a safe manner.

17.4The planning of stacking and storage should take into account the reduction or elimination where possible of manual handling operations

18.0 Overhead and Underground Services

(a) **Overhead Services** Where work has to be carried out in the vicinity of overhead electricity cables approval is required from the company following the review of the Subcontractor's proposed Safe System of Work.

(b) **Underground Services**

The contractor's attention is drawn to the requirement for a trained and competent person to check the routes of underground services using appropriate detection equipment to mark the line of any service identified and to excavate by careful hand digging.

18.1 Any damage to a service must be reported to the company and to the statutory undertaker immediately. No pneumatic tools should be used in the vicinity of electric or communication cables. No road pins or metal stakes should be driven into the ground in the vicinity of any cable routes.

18.2 Attention is drawn to the publication referring to the carrying out of work in the vicinity of underground services.

19.0 Permits to Work

19.1 Contractors must agree in advance with the company any working areas/practices, which are to be the subject of strictly enforced "Permits to Work" procedures.

19.2 Such circumstances may include restrictions and control in connection with: -

Digging in areas with new or existing underground services.

Hot work, e.g. welding, burning, cutting.

Confined spaces, work in sewers, tanks, vessels.

Mains electricity, work adjacent to switchgear, substations.

Machinery, lift motor rooms, overhead gear.

19.3 The Permit will determine the nature and extent of the isolation or physical controls, the equipment, the timing and the extent of the work, the number of people involved and the duties of those in attendance and any associated emergency procedures.

19.4 The authorisation, receipt, clearance, and cancellation procedures must be strictly adhered to.

20.0 Road Works

20.1 The contractor shall execute all works in accordance with The New Roads and Street Works Act 1991 and shall provide all necessary signage and traffic and pedestrian management to Chapter Eight requirements. High visibility clothing shall be worn at all times.

20.2 Reference should be made to the Code of Practice "Safety at Streetworks and Roadworks" published by The Stationery Office.

21.0 Roofing Work at Height - Working at Height Regulations 2005

21.1 Over 50% of all fatal accidents within the construction industry relate to falls from height. All contractors who work at height are required to carry out their operations in a safe manner with particular consideration given to the measures required to prevent falls from height.

21.2 No work is to be undertaken at height without a full assessment of the potential risk and the appropriate control measures in place.

21.3 Contractors must co-operate with the company to ensure that the company policies relating to the control of working at height are strictly adhered to.

21.4 Roofing is a high risk activity requiring close attention to health and safety planning and a detailed safe system of work.

21.5 All work carried out at height must be undertaken from a suitable working platform.

21.6 In particular, the roofing contractor's attention is drawn to the need for:

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Protection from falls from height.

Wearing the correct PPE when cutting roof tiles.

Not cutting tiles on the scaffold battens.

Closing the loading bay gates after use.

21.7 Material handling and storage shall be undertaken in a safe manner taking particular account of other contractors and the loading capacities of scaffolding or the structure.

21.8 Consideration must be given to ensuring the security of materials stacked onto the structure, to ensure they are not displaced.

HEALTH AND SAFETY CODE FOR CONTRACTORS

We acknowledge receipt of and will abide by the Midland Heart Health and Safety Policy, this Health and Safety Code for Contractors and the local site rules for individual projects.			
Signed		Date	
Title			
	On behalf of		
Company			
Address			

Further copies of this Code should be obtained from the local divisional office within the Group.

This acknowledgement slip should be completed by the contractor before commencement of work and be returned to the Health and Safety Team, together with a copy of your own Health and Safety Policy (if this has not already been issued).